

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: January 22, 2018 Closing Date: February 2, 2018

**DIRECTOR
Office of Civil Rights and Public Trust
Kent County OR New Castle County**

Description of Duties:

The Delaware Department of Justice (“DOJ”) seeks a Deputy Attorney General to serve as the Director of the Office of Civil Rights and Public Trust (“OCRPT”). The OCRPT has staff in both Kent County and New Castle County and the Director may be based in either Kent County OR New Castle County. Travel between counties is required. The Director/Unit Head will report directly to the Chief Deputy Attorney General for the DOJ.

The Director’s responsibilities include managerial and prosecutorial duties. As Director, this individual will carry a full caseload, manage the other Deputy Attorneys General in the OCRPT, coordinate assignments for all OCRPT staff and investigators; oversee administrative and support operations within the office; and perform other managerial tasks as needed. The Director is also responsible for representing the DOJ on the Child Death Review Commission and other committees as assigned. The Director is primarily responsible for evaluating applications submitted under the Actual Innocence Program to determine whether applicants meet the criteria for review of their criminal convictions.

The OCRPT handles both criminal prosecution and civil litigation. The OCRPT is responsible for protecting individual rights and liberties of Delawareans, enforcement of laws designed to ensure citizen trust in government, and conducting investigations where the Department of Justice’s other responsibilities might present the appearance of a conflict of interest. The OCRPT handles complaints involving allegations of pattern and practice discrimination, allegations of criminal and non-criminal conduct, violation of election laws, and misconduct by public officials and employees including, but not limited to, theft of public funds. The OCRPT also reviews officer involved use of force where a substantial injury or death occurs. Finally, the OCRPT receives individual citizen complaints and referrals from the Auditor’s Office, the Public Integrity Commission and the Human Relations Commission.

It is preferred, but not required, that candidates for this Director position have criminal law experience and knowledge of the courts and state government. Must possess the skills necessary to effectively manage attorneys, direct investigations, evaluate cases, determine resolutions, and anticipate legal issues with the ability to research accurately and effectively and communicate the legal issues in a concise and thorough written communications. Must have or be able to develop a good working relationship with other Deputy Attorneys General, investigators, support staff, Court personnel, external agencies, and professional partners in various disciplines. Finally, the Deputy Attorney General must have the ability to learn and apply the relevant laws and court rules

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.